

Administration

General Administration
Policies

**Employee
Awards**

**DISTINGUISHED PERFORMANCE AWARD
PROGRAMS**

POLICY:

- .01a The Distinguished Performance Award Programs recognize, through a system of awards,
- Outstanding contributions and performance in support of the Laboratory's programmatic efforts or
 - Outstanding sustained performance in the fields of science, technology, management, or administration.

Approval

- .01b Distinguished Performance Awards are approved by the Director or designee.

TYPES OF AWARDS:

**Distinguished
Performance Award
(DPA)**

- .02 There are 2 categories of awards. One category is for individuals or small teams of 6 or fewer and is designated Distinguished Performance Award (DPA).

**Distinguished Project
Team Award**

- .03 The other award category is for large project teams of up to 75 members and is designated Distinguished Project Team Award (DPTA).

CRITERIA:

DPA

- .04 Nominees for DPA must have made an outstanding and unique contribution that
- Had a very positive impact on the Laboratory's programmatic efforts or status in the scientific community;
 - Required unusual creativity or dedication of the individual or team; and
 - Resulted from a level of performance substantially beyond what normally would be expected.

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DPTA

- .05 Nominees for DPTA must meet the following criteria:

The team may be multidivisional and/or multidisciplinary and may include scientific, engineering, technical, administrative, and/or management activities performed at a level far above normal job assignments.

The team must have completed a project that brought distinction to the Laboratory by resolving a problem that has broad impact and/or that resulted in the Laboratory becoming the recognized expert in the field.

The project must have involved original and innovative thinking, approaches, and results.

The successful completion of the project must have required an exemplary level of skill, teamwork, and dedication by each team member well beyond normal expectation.

ELIGIBILITY:

- .06 Nominees must be current regular, short-, or limited-term employees of the Laboratory.

EXCEPTION: Because the Laboratory cannot offer cash awards or awards with monetary value to nonemployees, contract workers are not eligible for individual or small team awards. However, contract workers may receive DPTA awards. See [.13](#).

AWARD NOMINATIONS:

- .07 Any employee may submit award nominations to the Director of Human Resources (DHR). Statements of justification should be brief, factual, and emphasize the individual or group achievement that is beyond job requirements. Award nominations are normally accepted for significant contributions or outstanding performance during the preceding fiscal year. If endorsements are attached, they should be limited to 5.

NOTE: Nominations are considered final when they are submitted to DHR. Names may not be added to or deleted from a nomination once it has been submitted.

Employee Awards

- AWARD REVIEW COMMITTEE:** .08 A Review Committee, appointed by the Director, convenes to screen nominations. The committee submits their categorized and ranked award recommendations to the Director.
- AWARD PRESENTATION:** .09 The Director presents the Distinguished Performance Awards and the Distinguished Project Team Awards.
- BUDGET:** .10 The total amount of funds awarded to employees for this program is not to exceed \$30,000 annually.
- All Costs** .11 All costs (time and materials) involved in employee awards or mementos are charged to the overhead account established for Distinguished Performance Awards. The Director must approve expenditures.
- TYPES OF RECOGNITION:**
- DPA** .12 The recognition related to DPA is a monetary award: The award consists of a lump sum payment not to exceed \$2,000 to an individual employee or \$5,000 to a team of employees; the minimum award for individual or small-team achievement is \$500.
- DPTA** .13 The recognition for DPTA is a framed certificate awarded to each member of the team. There is no monetary award.

SERVICE AWARDS PROGRAM

- POLICY:** .14 It is the policy of Los Alamos National Laboratory to recognize the significant milestones in employees' careers. Career service is recognized upon
- Completion of 10 years of UC service,
 - Each successive 5-year anniversary, and
 - Retirement.

Employee Awards

- All Costs**
- .15 Costs associated with career service awards or mementos are charged to the overhead account established for Service and Retirement Awards. The Laboratory's Service Awards Coordinator in the Compensation and Benefits Group (HR-1) approves all expenditures.
- .16 The Laboratory provides a limited amount of funding for refreshments provided by its food services contractor for on-site ceremonies honoring retirees and recipients of 10- to 25-year service awards. To obtain information on current funding limits, contact the Service Awards Coordinator. Recipients of service awards for 30 years and longer are honored at ceremonies hosted by the Director.
- ADMINISTRATION:**
- .17 HR-1 is responsible for coordination and administration of the Laboratory's Service Awards Program.
- .18 Anniversary awards recognize years of service with the University of California (UC), not just service with the Laboratory. Following UC guidelines, only periods of employment at one-half time or more are recognized for this purpose; assignment at less than half-time does not count. Years of service recognized by awards are not to be confused with service credit earned for retirement purposes.
- ANNIVERSARY AWARDS:**
- .19 Anniversary awards, commensurate with years of service, are presented on the tenth service anniversary and on completion of each fifth year of service thereafter. Each employee is presented with the appropriate UC service award pin and with a gift selected from those illustrated in a brochure distributed to eligible employees. The employee selects any 1 of the gifts for which he or she is eligible.
- PRESENTATION OF ANNIVERSARY AWARDS:**
- .20 Supervisors should schedule anniversary award presentations as soon as possible after the anniversary date. The 20-year-plus awards are presented by the cognizant Associate Director at a scheduled annual presentation. The Service

Employee Awards

Awards Coordinator in HR-1 provides presenters with the names and gifts at the appropriate time.

Anniversary (years)

10
15
20+
30+

Presentation By

Immediate Supervisor
Division-Level Manager
Associate Director
Director

RETIREMENT AWARDS:

- .21 On retirement, each employee receives a Certificate of Appreciation signed by the UC President and the Director. In addition, retirees may select a gift from among anniversary award items on the following basis:

UC/Laboratory Service (years)

Up to 10
(10 + 1 day) – 15
(15 + 1 day) – 20
(20 + 1 day) – 25
(25 + 1 day) – 30
30+

Award (years)

10
15
20
25
30
35

INVENTOR AWARDS PROGRAM

POLICY:

- .22 The Inventor Awards Program recognizes, through a system of awards, inventors whose inventions are issued a U.S. patent.

All Costs

- .23 All costs (award amounts, time, and material) involved in employee awards or mementos are charged to the Inventor Awards Program. The total cost is not to exceed \$20,000 per year.

ELIGIBILITY:

- .24 Los Alamos National Laboratory employees whose patents were issued during the fiscal year covered by the award and who were employed by the Laboratory for some portion of the previous 3 fiscal years are eligible for an award.

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- ADMINISTRATION:** .25 Laboratory Counsel's Business and Patent Law Office (LC/BPL) is responsible for the coordination and administration of the Inventor Awards Program. The Director has delegated authority to approve Inventor Awards to the Office Leader of LC/BPL.
- AWARD PRESENTATION:** .26 The Director or his designee presents the Inventor Awards each year during a formal ceremony.
- AWARD AMOUNT:** .27 For each invention that results in the issuance of a U.S. patent, a monetary award will be made. The amount of the award is determined by the total number of eligible patentees, but will not exceed \$300 per inventor.
- DISTINGUISHED PATENT AWARD:** .28 LC/BPL reviews all patents issued during the preceding fiscal year and submits at least 5 to a committee composed of Laboratory Fellows for their selection of a Distinguished Patent Award. At least 1 patent is selected by this committee for an additional award of \$2,000 to be shared equally by the inventors. The Director or his designee presents Distinguished Patent Awards to the inventor or inventors during the formal Inventor Awards Ceremony.

OUTSIDE MONETARY AWARDS TO EMPLOYEES

- POLICY:** .29 It is Laboratory policy that employees who are recognized for their professional excellence or skill by financial awards or prizes need not share any of their prize with the Laboratory. This is true even though the basis of the recognition is related to their performance or accomplishments as Laboratory employees.

NOTE: A different policy applies to commercial awards such as royalties on copyrights and patents. See [AM 713](#), [AM 714](#), [AM 718](#), and [AM 719](#).

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- AUTHORIZATION FOR USE OF LABORATORY PROPERTY OR EQUIPMENT:** .30 When an employee has become eligible for recognition by an outside organization, Laboratory property or equipment may be used to provide the awarding organization with information about the accomplishments or performance of the employee or a sample of the employee's skill or professional excellence. Approvals for such use of property or equipment are the responsibility of the eligible employee's division-level manager.
- NOTICE TO PUBLIC AFFAIRS OFFICE:** .31 Employees eligible for recognition, or supervisors aware of potential recognition, should notify the Public Affairs Office (PAO) to expedite appropriate public recognition of the employee's honor.
- FELLOWS PRIZE FOR OUTSTANDING RESEARCH IN SCIENCE OR ENGINEERING**
- POLICY:** .32a Los Alamos National Laboratory Fellows Prize for Outstanding Research in Science or Engineering recognizes, through a system of prizes, outstanding research reported within the last 5 years that has had a significant impact on its discipline. This prize is complementary to the Distinguished Performance Awards, which focus on contributions during the previous year only.
- Approval** .32b The Fellows Prize is approved by the Director or designee.
- COSTS:** .33 Costs for the prizes are charged to the overhead account authorized by the Department of Energy (DOE) for informal awards and recreation.
- PURPOSE:** .34 The award program recognizes and stimulates high-quality investigations by Laboratory Technical Staff Members in science or engineering and encourages publication of books, reports, or in appropriate journals.
- ELIGIBILITY:** .35 Nominees must be regular, full-time employees of Los Alamos National Laboratory, both at the time of nomination and while the research was being

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conducted. All Technical Staff Members, except Fellows and Senior Fellows, are eligible. The nominations must be made within 10 years from the first publication of the research. The work may be classified or unclassified, but it must be reported in 1 or more appropriate publications.

PRIZE NOMINATIONS:

- .36 During the annual call, any Technical Staff Member, excluding Fellows and Senior Fellows, may submit prize nominations to the Coordinator of the Los Alamos Fellows. Copies of publications should be included along with statements of justification (2 pages or fewer). Letters of support (5 or fewer) from leaders in the field—both internal and external to the Laboratory—are desirable. Journal referees' comments and other reviews or references to the work may also be included. Unsuccessful nominees will automatically be considered the year following their first nomination.

**PRIZE REVIEW
PROCEDURE:**

- .37 The Coordinator of the Los Alamos Fellows appoints a review committee from the current Fellows. This committee makes the prize selections. Prize selections are approved by the officers of the Fellows' organization on behalf of the Fellows and subsequently approved by the Director. Each year, the committee is disbanded after the selection process, and its chair becomes an ex-officio member of the following year's committee.

PRIZE PRESENTATION:

- .38 The Director presents the prizes during a formal ceremony. The recipients describe their research during a regular Tuesday colloquium.

PRIZE AMOUNT:

- .39 Recipients are awarded up to \$3,000 for each prize along with a commemorative certificate. No more than 3 prizes are awarded each year, and, if nominations are of insufficient merit, no prizes are awarded.

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POLLUTION PREVENTION AWARD PROGRAM

- POLICY:** .40 Through a system of awards, the Pollution Prevention Award Program (P2AP) recognizes plans, programs, and ideas for reducing or eliminating any form of waste generated by Laboratory operations. Awards are made annually.
- COSTS:** .41 Administrative costs associated with the P2AP, including the dollar amount of the awards, are charged to the account authorized by DOE for awards and recreation.
- NOTE:** Costs associated with implementing plans, programs, or ideas may not be charged to this account.
- ELIGIBILITY:** .42 Individual Laboratory employees or teams of employees may make proposals. Employees of the Environmental Stewardship Office (E-ESO), group- or higher-level managers (including deputies), non-Laboratory personnel (such as Affiliates and contractors), and members of the P2AP Award Review Committee are not eligible. Research and development projects funded by DOE or other external sources will not be considered.
- AWARDS CATEGORIES:** .43 ✂ Awards are made for pollution prevention successes that have reduced waste, pollution, natural resource usage, or adverse impact to the local ecosystem.
- ✂
- AWARD REVIEW COMMITTEE:** .44 The P2AP Award Review Committee is a standing committee ✂ chosen from a cross section of Laboratory employees to review and rank award proposals. ✂
- AWARD PROPOSALS:** .45 Employees submit proposals in the form of a memo or nomination form to E-ESO. The proposal should contain

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A concise statement of the pollution prevention success;

A description of the environmental benefit from the success;

✂

Identification of all contributors to the plan, program, or idea.

**AWARD SELECTION
AUTHORITY:**

- .46 ✂ The P2AP Award Review Committee reviews the proposals and selects award recipients. The Director has delegated authority to select and award the P2AP to the E-ESO Office Leader.

AWARD AMOUNT:

- .47 The minimum award for an individual or per individual on a team is \$50; the maximum award is \$2,000. The total amount awarded may not exceed \$10,000 annually.

Tax Withholding

- .48 Applicable taxes are withheld from the amount of each award.

AWARD PRESENTATION:

- .49 The recipients' line management is notified of the award. An award presentation is held annually.